



**CITY OF NOVATO**  
**C A L I F O R N I A**

**Economic Development Advisory Commission**

**MEETING MINUTES**

**December 1, 2022 – 3:00pm**  
**Council Chambers**  
**901 Sherman Avenue**  
**Novato, CA**

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**Chair**

**John Williams**

**Vice Chair**

**Katie Skjerpig**

**Members**

**Shalana Machado**

**Emily Rich**

**Anne Russell**

**Coy Smith**

**Harry Thomas**

**Sylvia Barry, Ex-Officio**

**Staff Liaison**

**Jessica Deakyne, Assistant City Manager**

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**A. CALL TO ORDER AND ROLL CALL**

Meeting called to order by Chair Williams at 3:01pm

Commissioners present: Rich, Russell, Skjerpig, Thomas, Williams, Ex-Officio Karell

Commissioners absent: Machado, Smith, Ex-Officio Barry

Staff present: Principal Management Analyst Sullina Sanchez, Administrative Services

Director Amy Cunningham, Management Analyst I Alison Fletcher, Senior Office Assistant

Monica Castillo

**B. APPROVAL OF FINAL AGENDA**

Commission Action: Upon motion by Commissioner Russell and seconded by Vice Chair Skjerping the Commission voted **5-0-2** to approve the final agenda.

AYES: Rich, Russell, Thomas, Skjerping, Williams  
NOES: None  
ABSENT: Machado, Smith

**C. PUBLIC COMMENT**

None.

**D. CONSENT ITEMS**

**D.1. Approve the meeting minutes of November 3, 2022.**

Commission Action: Upon motion by Commissioner Thomas and seconded by Commissioner Rich the Commission voted **4-0-1-2** to approve the meeting minutes of November 3, 2022.

AYES: Rich, Russell, Thomas, Skjerping, Williams  
NOES: None  
ABSTAIN: Russell  
ABSENT: Machado, Smith

**E. GENERAL BUSINESS**

**E.1. Economic Development Advisory Commission Workplan Discussion**

Principal Management Analyst Sullina Sanchez presented the item. The commissioners suggested additions to the workplan including: regular written reports to be reported back to staff and City Council; showcasing the number of City events that attract tourists; a clear mission statement; a list of key vacancies in Novato; quarterly updates from the results of business visits; and more.

Commission Action: Upon motion by Commissioner Rich and seconded by Commissioner Skjerping the Commission voted **5-0-2** to agendaize working with the DNBA to discuss and understand the BID Business Survey results at a future meeting.

AYES: Rich, Russell, Thomas, Skjerping, Williams  
NOES: None  
ABSENT: Machado, Smith

**F. COMMISSIONER COMMENTS**

The commissioners discussed possible topics for future meetings.

**G. STAFF UPDATES**

None.

**H. ADJOURNMENT**

The meeting adjourned at 4:08pm.

**I HEREBY CERTIFY that the foregoing minutes were duly adopted at the Economic Development Advisory Commission meeting of February 2, 2023.**

**/Monica Castillo/**  
**Monica Castillo, Senior Office Assistant**



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